

POLICE CAPTAIN

DEFINITION

Performs responsible administrative, investigative and technical work in directing the activities of a major division of the Police Department; performs highly responsible and technical staff assistance; and does related work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Chief of Police.

Responsibilities include direct supervision of sworn and civilian personnel. Assignments may also require indirect supervision of sworn and civilian personnel.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to the following:

1. Assist in the development and implementation of departmental goals, objectives, policies and priorities.
2. Develop and implement division goals, objectives, policies and priorities.
3. Plan, direct, supervise, and coordinate a Division within the Police Department.
4. Develop staffing plan, study crime and other reports to determine trends and make recommendations for changes in organization and operating procedures.
5. Periodically review operating procedures and make recommendations for improvement.
6. Assist the Chief of Police in overall departmental budget development and administration.
7. Develop division budget.
8. Respond to the most difficult citizen complaints and requests for information.
9. Coordinate police activities with other City departments, divisions and outside agencies.
10. Supervise, train and evaluate assigned staff.

EXAMPLES OF DUTIES (continued)

11. Serve as acting Chief of Police as assigned.
12. Perform related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of modern police principles, methods, practices, and techniques with particular emphasis in activities of the assigned division.
- B. Knowledge of pertinent Federal, State and local laws and ordinances.
- C. Knowledge of departmental rules and regulations.
- D. Knowledge of methods and practices of police administration.
- E. Knowledge of functions and objectives of Federal, State, and local law enforcement agencies.
- F. Knowledge of principles and practices of organization, administration, budget and personnel management.
- G. Ability to plan, organize, and coordinate the work of subordinate personnel.
- H. Ability to analyze complex police problems.
- I. Ability to communicate clearly and concisely, orally and in writing.
- J. Ability to properly interpret and make decisions in accordance with laws, regulations, and policies.
- K. Ability to supervise, train and evaluate assigned staff.
- L. Possession of personal characteristics of truthfulness, persuasiveness, tact and patience, leadership qualities, good judgment, and decisiveness.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of current increasingly responsible experience in municipal police work, including at least two years in a supervisory/management capacity at the rank of Police Lieutenant.

Education:

Equivalent to completion of twelfth grade supplemented by college courses in police science and public or business administration. Equivalency to a Bachelor's degree in a related field is preferred. Also, eligibility for a P.O.S.T. advanced certificate is preferred but not required.

NOTE:

Effective January 1, 2006 Equivalency to a Bachelor's degree or equivalent college coursework is required.

Effective January 1, 2007 Bachelor's degree is required.

License or Certificate

Possession of a valid Class C California Drivers License.

Probationary Period: One Year

802CS98

Revised: August 1998, March 2005

APP GRP: 6

FPPC STATUS: Designated

FLSA STATUS: Exempt